

Who We Are

Staff Contact List

Registrar
Kimberly Hoeritz
412.396.6212
hoeritzk@duq.edu

General Office Assistance
Cathy Mellick
Administrative Assistant
412.396.5623
mellickc@duq.edu

Amanda Miller
Office Assistant
412.396.6212
miller16@duq.edu

**Banner Student System,
Production Schedule**
Monika Schwartz
Assistant Registrar - Operations
412.396.6235
schwart2@duq.edu

Graduation
Janet Stevwing
Administrative Assistant - Graduation
412.396.6214
stevwing@duq.edu

**Course Information,
Schedule of Classes,
Classroom Scheduling,
PCHE Cross-Registration**
JoAnne Hrehocik
Assistant Registrar
412.396.6230
hrehocik@duq.edu

Rose Kennel
Administrative Assistant - Scheduling
412.396.5624
kennel@duq.edu

**Student Academic Records,
Transcripts**
Student Last names A – G:
Jason Greenwald
Academic Records Assistant
412.396.1636
greenwaldj@duq.edu

Student Last names H – O:
Lisa Reffner
Academic Records Assistant
412.396.1637
reffnerl@duq.edu

**Enrollment Verification,
Veteran Certification**
Kathleen Scheer
*Administrative Assistant – Enrollment
Verification*
412.396.6211
scheer@duq.edu

Student Last names P – Z:
Mark Beck
Academic Records Assistant
412.396.6237
beckm1@duq.edu